



**Human Resources**  
**P.O. Box 400**  
**Okmulgee, OK 74447**

**POSITION:** Patient Registration/Scheduling Clerk (Float Pool)-MCN PRC  
**VACANCY ANNOUNCEMENT:** CN-19-178

**STARTING SALARY:** Negotiable  
**CLOSING DATE:** Open Until Filled

---

The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, two hospitals, a physical rehabilitation center and nine comprehensive community health programs. Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy and optometry.

---

**DESCRIPTION OF ASSIGNMENT:** The purpose of the position is to provide clerical and administrative support including the scheduling of patients, gather and enter all pertinent information for patients admitting to the hospital. Interview patient upon arrival to the facility, and ensure all required documents are signed and entered into the EHR system. Incumbent is under the supervision of the Patient Registration Supervisor. This position is located at the MCN Physical Rehabilitation Center, located in Okmulgee, OK.

---

**REQUIREMENTS:** Candidates must meet the following requirements:  
High School Diploma or GED equivalent is required. Completion of a program in Medical Office Technology or related field is preferred. One (1) year of relevant experience is preferred. Valid Oklahoma Driver's License and must be insurable.

---

**EVALUATION METHODS:** Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities and personal characteristics, (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

1. Knowledge of health record procedures and ambulatory clinic procedures.
  2. Knowledge of general medical terminology used in registering patient, obtaining authorizations, and the ability to analyze medical records and files.
  3. Knowledge of data entry on an Electronic Health Record, the ability to correctly enter data into EHR, word processing and the ability to utilize a personal computer in a Windows environment.
  4. Knowledge of patient registration procedures in a hospital setting.
  5. Ability to organize, file and retrieve information.
  6. Ability to maintain strict confidentiality in reference to the Privacy Act of 1974 and its regulations with regard to patient confidentiality and release of medical information.
  7. Knowledge of third party coverage and the process to obtain pre-authorization for medical services.
  8. Ability to meet and deal with patients, their family members and the general public for the purpose of supplying or obtaining information.
  9. Ability to maintain a confident, professional demeanor and communicate effectively, both orally and in writing, work as a team member, and the ability to multitask.
- 

**APPLICATION PROCEDURES:** Apply online at [Department of Health Application](#). (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed, but are not required. For further information call Jeremy Smith at (918) 732-7828. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

---

Staffing Coordinator

Date